

Travel & Expense Account Summary

Employee Name KIMBERLY BELSHE
Expense Dates 07/18/10-07/19/10
Report Name July 19, 2010 meetings in Washington, DC

Request Total \$ 333.65
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = **333.65**

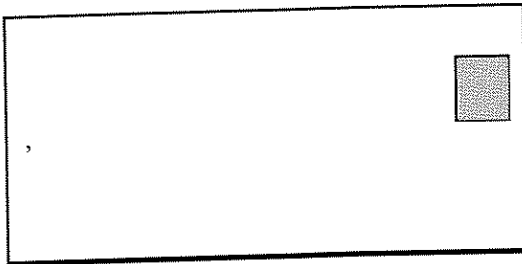
Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	DC trip 7/19/10	333.65

NOTE: (d)=Direct Charge

DATE	Sun Jul 18	Mon Jul 19								TOTAL
O/S Shuttle Fare	29.00									29.00
O/S Taxi Fare	12.00									12.00
O/S Breakfast	6.00	6.00								12.00
O/S Lunch	10.00	10.00								20.00
O/S Dinner	18.00	18.00								36.00
O/S Parking, Auto		30.00								30.00
O/S Lodging		194.65								194.65
TOTALS \$	75.00	258.65								333.65

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To



Employee Name	BELSHE, KIMBERLY
Expense Dates	07/18/10-07/19/10
Total Expense Amount	333.65
Amount Due Employee	333.65
Form ID	TEA000711591

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	07/18	O/S Shuttle Fare	29.00	
2)	07/18	O/S Taxi Fare	12.00	
3)	07/19	O/S Parking, Auto	30.00	
4)	07/19	O/S Lodging	194.65	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

CLAIM EXCEPTION(S)			
	Item	Exception	Response
1)	#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Yes

I have reviewed the following documents.

Approved
by:

SONIA P FERNANDEZ-HERRERA

Travel & Expense Account Summary

Employee Name

KIMBERLY BELSHE

Expense Dates

07/20/10-07/20/10

Report Name

RAC/CPCA Event

Request Total \$ 111.00

Direct Charge Total - 0.00

Travel Advances - 0.00

Net Due Employee = 111.00

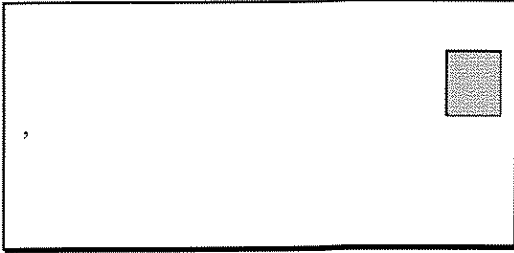
Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	RAC/CPCA mtg.	111.00

NOTE: (d)=Direct Charge

DATE	Tue Jul 20									TOTAL
Mileage, Personal Auto	81.00									81.00
Bridge Tolls	10.00									10.00
Parking, Auto	20.00									20.00
TOTALS \$	111.00									111.00

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To



Employee Name	<u>BELSHE, KIMBERLY</u>
Expense Dates	<u>07/20/10-07/20/10</u>
Total Expense Amount	<u>111.00</u>
Amount Due Employee	<u>111.00</u>
Form ID	<u>TEA000711582</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	07/20	Parking, Auto	20.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

SONIA P FERNANDEZ-HERRERA